



South Dakota Pre-Test Workshop: 2006 Writing Assessment Program 2006 Field Tests

Harcourt Assessment, Inc.
September 2006



Agenda

● Writing Assessment Program

- TCH – Writing Section
- Administration Times
- Prompts – Narrative and Persuasive
- Critical Dates
- Reporting
- Pre-ID and Student ID numbers
- Level and Form Coding
- Test Coordinator Activities/Packing and Returning Materials





Agenda

- **Fall Field Tests for DSTEP (Math and Science)**

- TCH Field Test Section Activities
- Reasons behind the Field Tests
- Field Test Critical Dates
- Field Test Coordinator Activities
- Field Test Shipping Activities

- **SPECTRUM SYSTEM**

- Overview



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Revised TCH – Writing Section

- **Critical Dates – Page 1**
- **Activities before administration – Pages 2 - 14**
- **Activities during testing window – Page 14**
- **Activities after test administration – Pages 14 - 25**
- **SSID sheet completion – Pages 15 - 17**
- **Master File Sheet completion – Pages 18 - 19**
- **Order for Scoring Services (OSS) completion – Pages 20 - 22**
- **Packing & Shipping of Materials – Pages 23 - 25**



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Writing – Prompts and Time

- Grade 5 – NARRATIVE prompt
- Grade 9 – PERSUASIVE prompt
- Allow 50 minutes to administer:
 - 10 minutes for direction/distribution
 - 40 minutes for the test itself
 - Students are told when 10 minutes remain



Narrative vs Persuasive

Narrative (Grade 5)

Narrative writing involves the telling of a story with a discernible beginning, middle and end.

Persuasive (Grade 9)

Persuasive writing involves the expression of an opinion or support of a position. Requires the writer to use logical reasoning and persuasive language.





Writing – DFA's (Grade 5/9)

- The green DFA with the word **Narrative** at the top is to be used for testing **GRADE 5** students
- The purple DFA with the word **Persuasive** at the top is to be used for testing **Grade 9** students



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Critical Dates

- **Event**

Sept. 15	All Materials should have been received by 9/15
Sept. 18 - 22,	Additional Order Window (Spectrum) for any missing materials or shortages
Sept. 18 - 22	Pre-test workshops

- **Test Administration - October 2 – 6, 2006**

Oct. 10 -11	Contact UPS for document retrieval (no later than)
Oct.13	<u>LAST DAY</u> for UPS to retrieve documents from districts
December 8	Reports to be delivered to districts*

*This date is dependent on the collection of all districts' answer documents by UPS no later than October 13, 2006, and delivery to the scoring center in a properly organized and processable condition.



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Reporting

- Analytic Reporting
 - State Package
 - No additional costs
- Holistic Reporting (Optional)
 - Additional Cost
 - If requested – Notification to Harcourt must occur via the OSS and be packed in box 1 when returning materials



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Recommendations

- Test early in the week
- Return documents early
- Call UPS 24 hours **before** pick-up date
- Mark October 13, 2006 - Last day for UPS pickup



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Pre-ID and Student ID Number

- Pre-Identification Labels and Demographics
 - Be sure to match the pre-id label to the correct student
 - Check “gridded” information when no pre-id label – especially the SIMS (Student ID) number.
 - If you don’t know the SIMS #, contact your local SIMS coordinator.



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Level Coding/Form Coding

- Level Coding
 - 5th Grade Intermediate 3
 - 9th Grade TASK 1
- Form Coding
 - 5th Grade – T2
 - 9th Grade – S4



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Test Coordinator Responsibility

- Receipt/ Distribution/ Security of Materials
- Training your Test Administrators
- Monitoring activities during the test administration
- Returning all materials, on time and packaged correctly



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Returning Scorable Materials

- Complete Master File Sheet (MFS)
- Separate Scorable/Non-Scorable Materials
 - Scorable is the Used Response Booklets
 - Pack Scorable by schools and grade in the order on the MFS
 - Refer to pg. 24 in the TCH
 - Orange labels (scorable) and the UPS "2nd day air" labels
 - Complete ALL information on the labels
 - Label Box 1 of 3, Box 2 of 3, Box 3 of 3
 - UPS label on "**top**" of box, orange labels on "**front**" of box
 - Scorable MUST be shipped in a separate box from non-scorables
 - SSID sheets (refer to pages 15 - 17)
 - Grade 5 (by class) Grade 9 (by school)



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Returning Non-Scorable Materials

- What are non-scorables?

- Used and unused Writing prompts, DFA, unused student response books, unused SSID sheets (blank and pre-slugged)
- Use Green (non-scorable labels) for the boxes with these materials and a UPS "Groundtrack" label.
 - Complete all information on the labels
 - Label Box 1 of 3, Box 2 of 3, Box 3 of 3
 - UPS label on "top" of box, green labels on "front" of box
- Scorable and Non-Scorable get picked up together – but must be **boxed and labeled separately**.



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Field-Test Administration

- Science - Grade 6,9,12
- Math – Grade 4,5,6,7,8,9,12
- Test Dates October 30 - November 3



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TCH Field Test Activities

Within the TCH is a separate section on field test activities- key activities are identified as follows:

- Critical Dates – Page 1
- Activities Before Administration – Pages 2 - 5
- Activities during testing window – Page 6
- Activities after test administration – Pages 6 - 10
- Packing and shipping materials – Pages 11 - 12



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Reasons for the Field Tests (FT)

- **Reasons behind the Field Tests**
 - Science – new content area this year for Spring 07.
 - 4 forms per grade
 - Spring 2007 – Science will be administered at Grades 5,8,11.
Field-testing at Grades 6,9,12 to try out items
 - Math – better item distribution at all levels
 - 1 form per grade
 - Items that perform well on FT will be on operational test



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Who Administers the Field-Test

- If selected – you will be notified by SDE by early Oct.
- Some Reasons Your School may have **not** been selected:
 - Psychometrically not required to test every student
 - School determination was based to ensure an adequate representation of the entire student population taking into account gender and ethnicity
 - School determination also based on class sizes



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Field Test - Critical Dates

● Event

By Oct. 20	Field test materials received
Sept. 18 - 22	Pre-test workshops

● Test Administration: Oct. 30 - Nov. 3 **please note revision to p. 1 (critical dates)

Nov. 2	Contact UPS for document retrieval
Nov. 3	<u>LAST DAY</u> for UPS to retrieve documents from districts
Nov. 6	Last day for scorable documents to be received at Harcourt Assessment Scoring Center.



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Reviewing Dates

- Test Administration is 10/30 - 11/3
 - All materials must be picked up by UPS by 11/3 – so please test early in the week
 - All materials are due back at Harcourt (Accu-data) by Monday 11/6 at the latest
 - Please call UPS immediately following testing



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Test Coordinator Responsibility for Field-Test

- Receipt/ Distribution/ Security of Materials
- Training your Test Administrators
- Monitoring activities during the test administration
- Ensuring all gridding on the answer document is accurate and complete
- Returning all materials, on time and packaged correctly



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Field-Test – Answer Document

- **Science** has multiple forms per grade and each class will have various forms (1,2,3,4)
- Form Number bubbled MUST be gridded
- Grade must be gridded (Science and Math)

Form No.
<input type="radio"/> 1
<input type="radio"/> 2
<input type="radio"/> 3
<input type="radio"/> 4

GRADE
<input type="radio"/> 6
<input type="radio"/> 9
<input type="radio"/> 12



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Ancillary Materials - Testing

- Math – Math Reference Sheet
 - ADV Math Reference Sheet (Gr 8/9)
 - TASK Math Reference Sheet (Gr 12)
- Science – Reference Sheet/Periodic Table
 - Grade 12 only



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Field Test Shipping Activities – Scorable (Pink Label)

Be sure to place the “**Red (Bright Pink)**” return label with the wording “**South Dakota STEP Field Test**” on the box. Place the Overnight (next) day air UPS label on the box addressed to:

c/o Processing Center
AccuData Services, Inc.
7317 Bell North Dr
Schertz, TX 78154
Attn: Joan Patteson, Project Manager



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Field Test Shipping – Non-Scorable (GreenLabel)

- Separate out the scorable materials from the non-scorable
 - Non-Scorable – unused answer documents, unused SSID sheets, Science test books and Math test books
 - Utilize the green labels (South Dakota STEP Field-Test, Non-Scannable Materials) for these
 - Do not put any completed answer documents in with these materials
 - Place the UPS Ground label on these boxes
 - Have both sets of materials ready (Scorable and Non-Scorable) when UPS picks up by **November 3**.



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SPECTRUM

Spectrum – utilized to collect enrollment information and to enter additional orders

- **It will allow you to:**
 - Access, enter and change enrollment data
 - Enter additional orders
 - View order Information
- **For additional information call the Harcourt Customer Support Center at 1-800-763-2306**



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Questions

- Any questions concerning the receipt or return of the field test and/or Writing materials:

Harcourt Customer Support Center
1-800-763-2306.



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